



# The Army Reserve Careers Division (ARCD) CMO



<http://stayarmyreserve.army.mil/cmo/cmo.html>



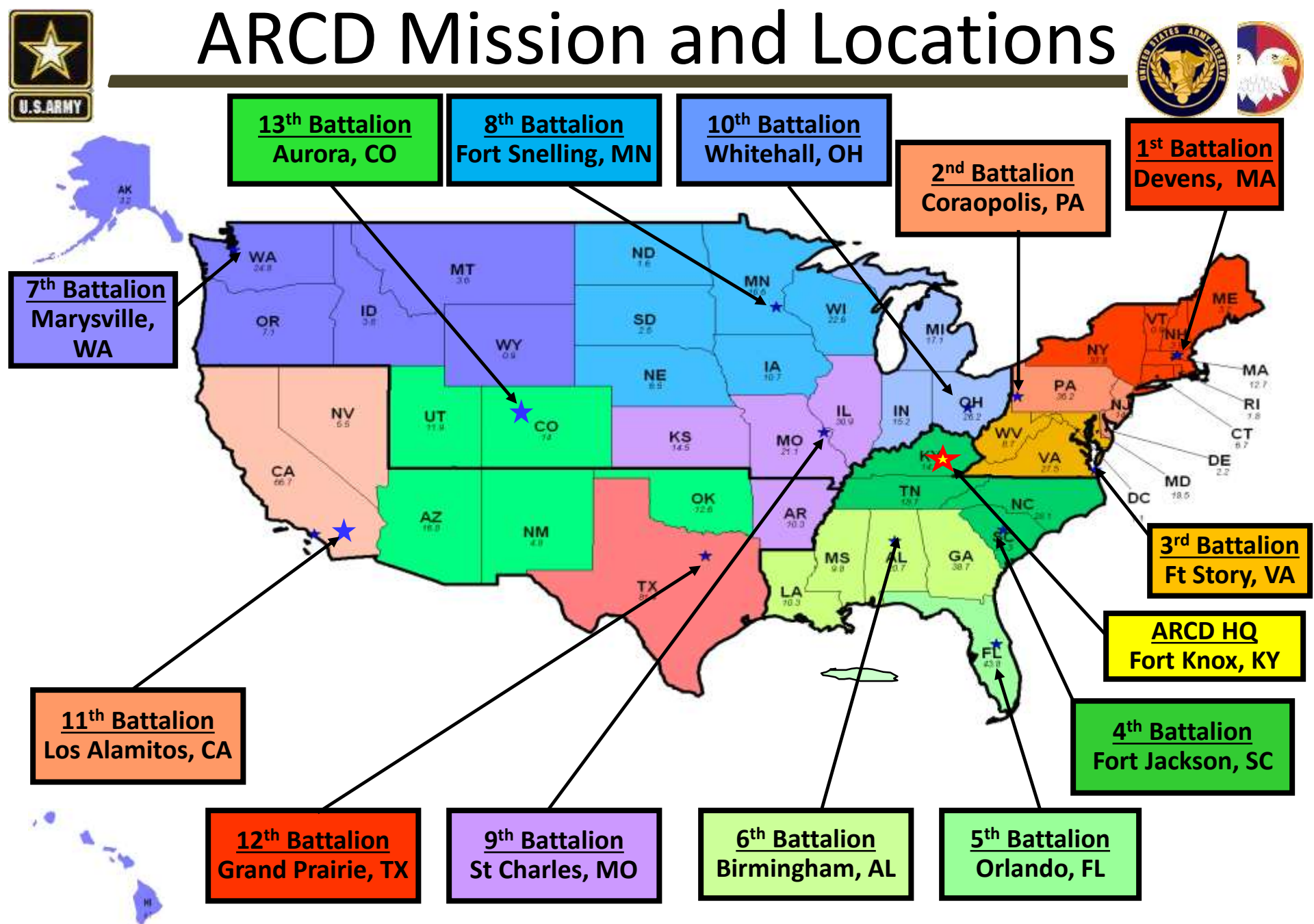
# Agenda

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- ☐ Army Reserve Careers Division Mission and Locations
- ☐ Career Management Office (CMO) Purpose and Key Tasks
- ☐ Promotion Board
- ☐ DA Photos
- ☐ Professional Military Education
- ☐ Army Reserve Vacancies
- ☐ Evaluations
- ☐ Informational Websites and Points of Contact
- ☐ Summary

# ARCD Mission and Locations





# CMO Purpose

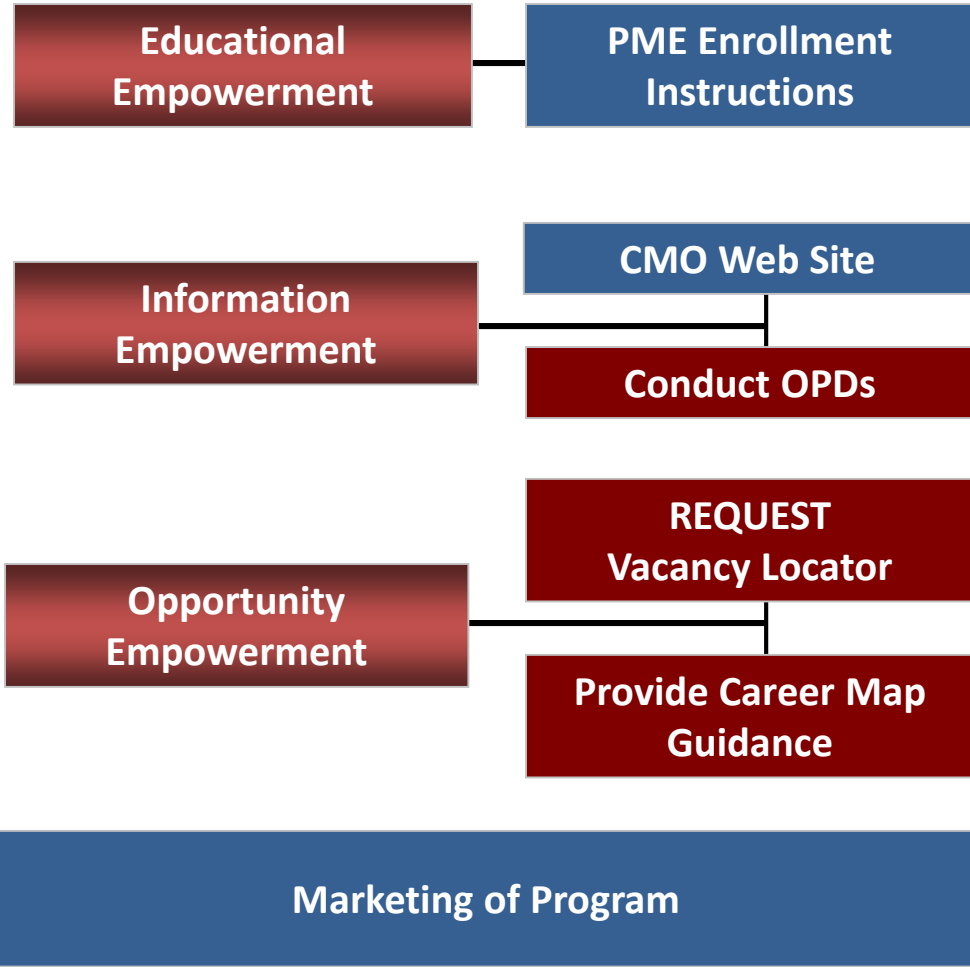


## **Purpose of the Career Management Office (CMO):**

To assist in the development of Army Reserve officers with the correct skill sets to meet operational and functional requirements; simultaneously developing their leadership, technical competence, and professional skills through progressively more challenging duty assignments, training, and education.

**Target Population: WO1 – CW4**

**\*\*Officers who are not educationally qualified, decrease their chances of being promoted significantly!**



## Full Time Career Management Office (CMO)

- ✓ Provide full-time service to WO1 – CW4; usually requests requiring more immediate attention
- ✓ Ensure TPU managers are knowledgeable and understand the basics of career management
- ✓ Maintain contacts with HRC; ability to be proactive Career Managers to the Officers
- ✓ Provide guidance and review promotion board files to avoid non-selection due to missing or incorrect board file documents
- ✓ Disseminate information to all populations
- ✓ Partner with USARC G-1 Initial Military Training Team to provide USAR career development information to cadets attending the Cadet Leadership Course



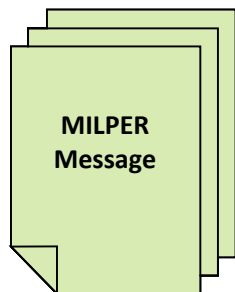


# Promotion Boards

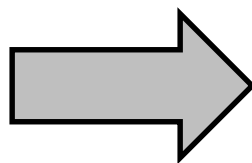




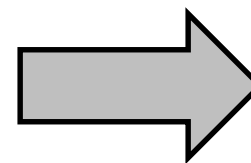
# ARCD Board Process



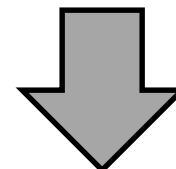
MILPER Message is published by HRC detailing the Zones of Consideration



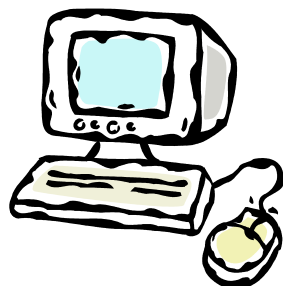
Each **CMO creates internal eligibility list** for all zones from SMS Watchlist



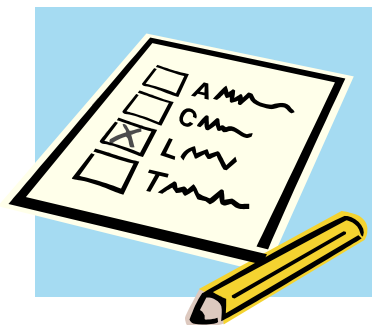
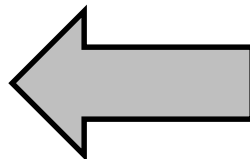
HRC publishes eligibility list for all zones and branches



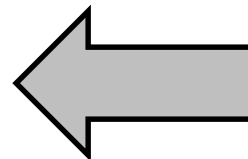
Each **CMO compares HRC eligibility list with SMS** list to ensure all eligible officers are considered



**CMO compares ASBS files** with eligibility roster throughout scrub process



If a discrepancy is found, the **CMO researches and submits an Add/Delete Sheet** to Promotions Branch if necessary.





# Where to find Board Schedules



<https://www.hrc.army.mil/>

1

## Soldier Services

### Promotions Evals Awards

View schedules, results, promotion and evaluation processes, and awards

### Ask HRC

View answers to the most commonly asked Army Human Resource questions.

### My Records

Access the My Record Portal for personalized career information

### Self-Service

Access self-service tools and online applications

### Milper Messages

Military Personnel Messages

### ALARACT

All Army Activity Messages

### Veterans Services

Access important links and information for veterans

### Retirement Services

Access important information about military retirement.

## Promotions and Board Announcements

## Assignment

### Officer

Officers VTIP

### Enlisted

Active Guard Reserve - Enlisted

Active Guard Reserve - Officer

Reserve Tours & Vacancies

National Guard AGR Tours

Married Army Couples Program

Enlisted Compassionate Actions

Employment Rights

Individual Ready Reserve

Individual Mobilization Augmentee Program

### Awards

## Transition

Soldier For Life: Transition Assistance Program

Retirement Services Office

Active Officer Retirement & Separation

Reserve Retirement Services

Active Enlisted Retirement & Separation

Retiree Recall

## Boards and Promotions

### Selection Boards

Officer WFO Selections & Promotions

Army New Boards Agency

My Board File

## Education

Army Continuing Education System ACES

Broadening Opportunity

Training with Industry

GI Bill Programs

Loan Repayment Program

Non-MEL Scholarship Programs

Officer Advanced Education Programs

Enlisted Military Schools Branch

## Retention

Individual Ready Reserve

Selective Reenlistment Bonus Program

Bonus Extension and Retraining Program

Reenlistment and Reclassification IN OUT Calls

AGR Reenlistment and REFRAD Alignment

MOS Admin Retention Review (MAR2)

## Evaluations

## Records

iPERMS

Record Document Additions & Maintenance

Enlisted Reserve Soldier Services

National Guard G1

DA Photos

## Board Schedules

- FY14 Board Schedule
- FY15 Board Schedule
- FY16 Board Schedule
- FY17 Board Schedule

4



# What does the board see?



Voting Buttons (6-1) (+/-)

**1. ENCLOSURES**

- DA Photo
- eSRB or DA Form 2-1
- Letter to Board President

**2. Disiplinary**

- Article 15
- GOMOR
- Courts Martial

**3. Performance**

- Officer Evaluation Reports (OERs)
- DA 1059, Military Schools

**4. Education**

- College Diploma
- Transcripts

**5. Commendatory**

- Military Awards

**OFFICER RECORD BRIEF**

SECTION I - Personal Information

SECTION II - Security Data

SECTION III - Service Data

SECTION IV - Foreign Language

SECTION V - Military Education

SECTION VI - Civilian Education

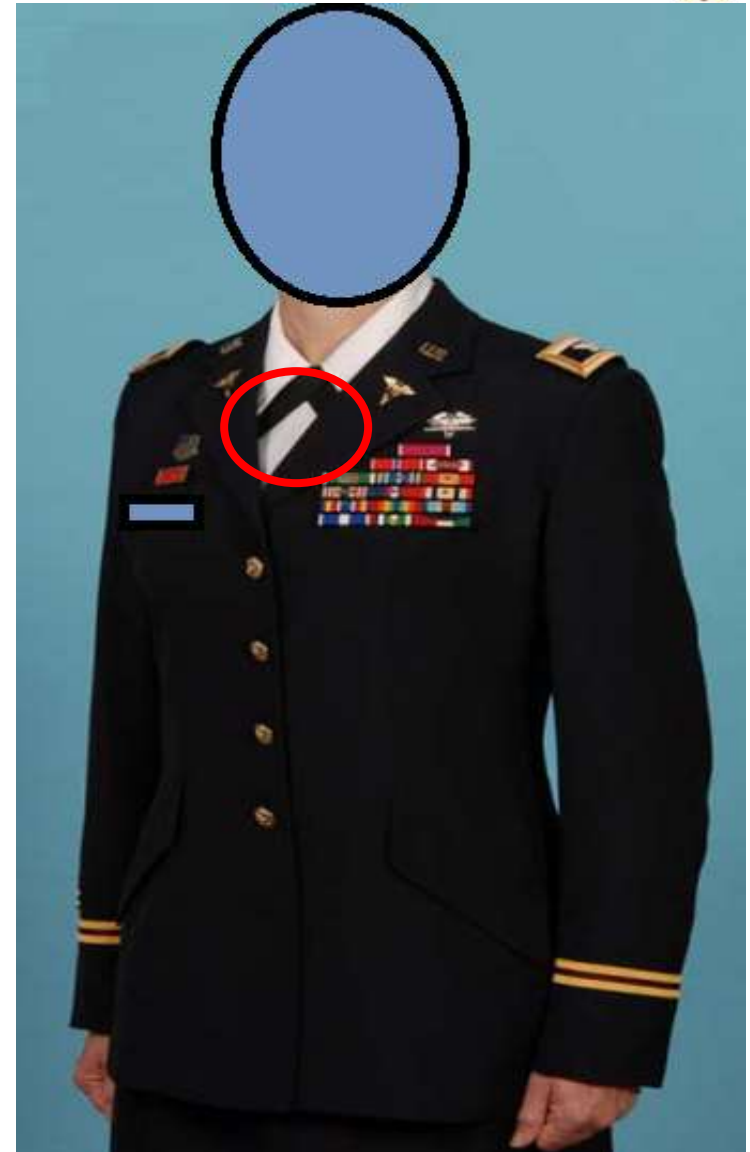
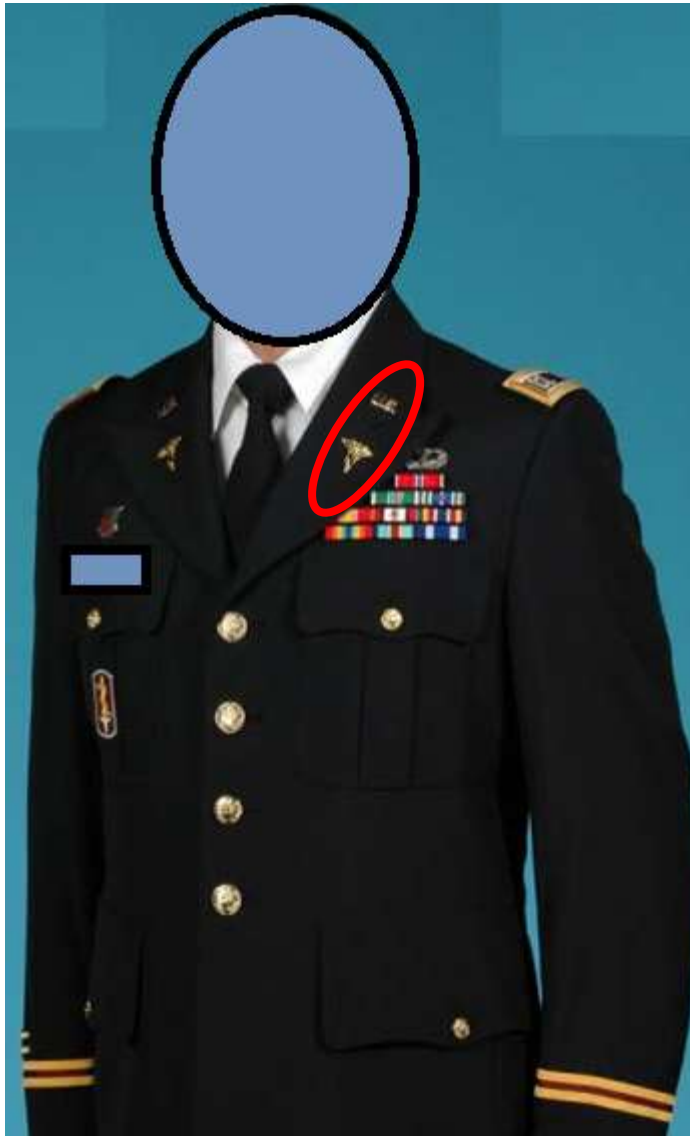
SECTION VII - Awards and Decorations

SECTION VIII - Assignment Information

UNCLASSIFIED



# DA Photo Requirements





# Visual Information Ordering Site



<http://www.vios.army.mil/>



## VIOS

VISUAL INFORMATION ORDERING SITE

Certificate Issues?  
Right-click [HERE](#)  
to resolve.

### EMC PRODUCTS

If your Local Shop cannot provide Design, Etching, Engraving, 3D & Large Format Printing, Custom Installations, AV, or Video Production, call your supporting EMC:

(East) Joint Base Langley-Eustis:  
(757) 878 - 4831

(West) Joint Base Lewis-McChord  
(253) 967- 2852

(Europe) Kaiserslautern:  
483 - 7415



Logo Design

LED Etching



3D Printing



Custom Installations

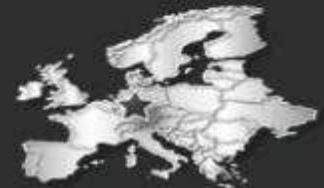


### CAC LOGIN

Please click on your location for CAC Login.



Europe



Asia



### VIOS

- VIOS Training
- Privacy & Security
- Contact
- FAQ

### EMC WEBSITES

- Joint Base Langley-Eustis
- Joint Base Lewis-McChord
- Kaiserslautern

### NETWORKING SERVICES

- Streaming
- Conferences

### AKO LOGIN







# Warrant Officer



Professional Military Education  
And Career Progression





# 2X NON-SELECT (Warrant Officers)

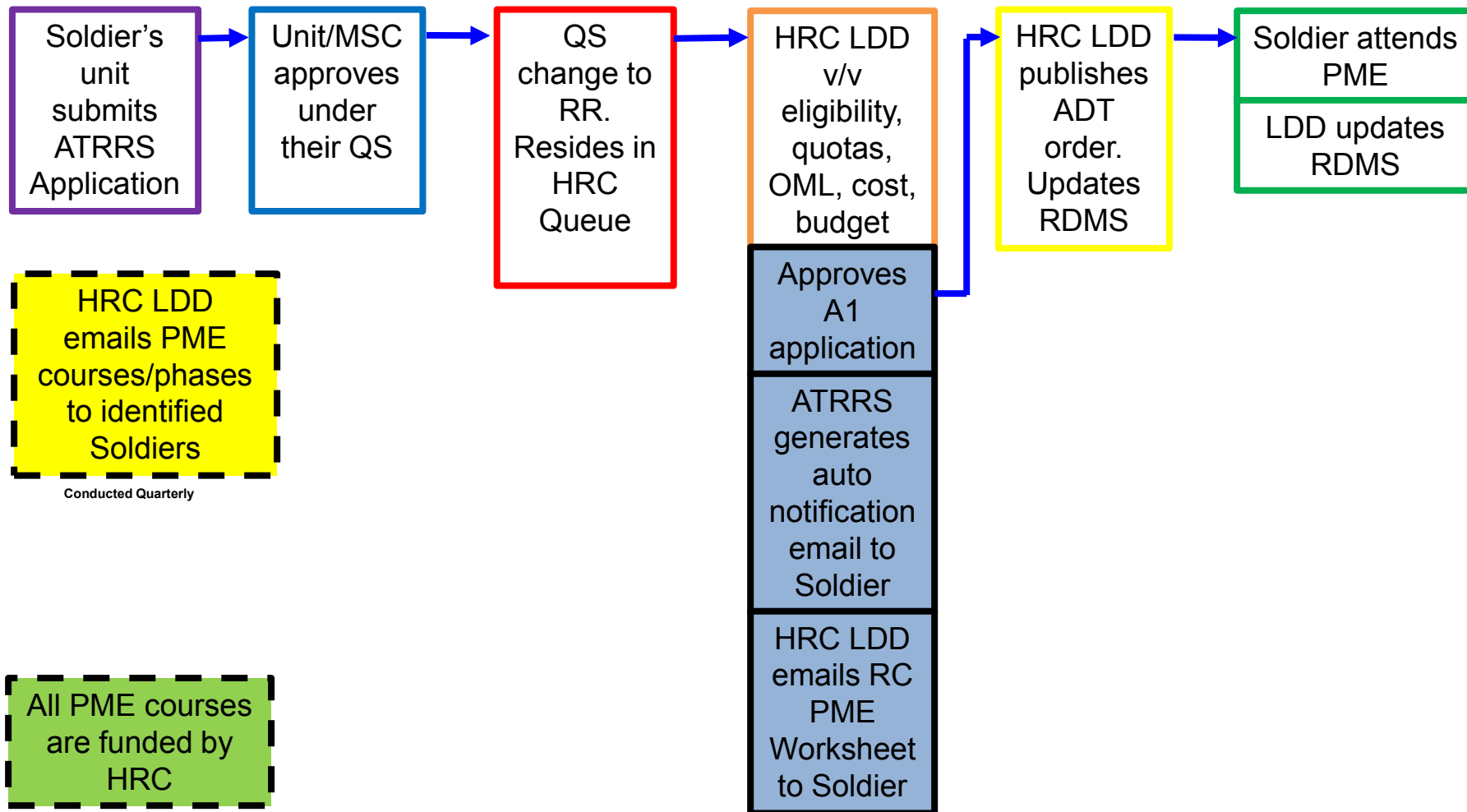


**If an officer is a 2x non-select for CW3 or CW4 one of three things will happen:**

- Selective Continuation (SELCON), serve additional years as prescribed by the board (usually 3), not to exceed MRD. Packet will go before the promotion board each year while SELCON'd.
  - CW2 (2x Non-Select to CW3) – Maximum is 11 Years
  - CW3 (2x Non-Select to CW4) – Maximum is 23 Years
- Retirement
  - If eligible for retirement under any provision of law, be retired no later than the first day of the seventh calendar month beginning after the month in which the president approves the board.
  - Within two years of qualifying for retirement, shall be retained on active duty until he/she is qualified for retirement, unless sooner retired or discharged under another provision of law.
- Discharged
  - 1<sup>st</sup> day of the 7<sup>th</sup> month from the Board Release Date



# PME ENROLLMENT PROCESS





# ATRRS Enrollment / Reservations



☐ To be qualified to receive a Reservation or Orders from HRC (even for DL courses) to attend any resident class you must have a:

- Current security clearance
- Current physical/PHA within 15 months by end of class
- Current APFT must be within 12 months by end of class
- No “3” in PULHES unless a Surgeon's statement "fit for duty" is included
- No “Flagging” Actions
- HIV screening (Year Month of HIV screen must be within 2 years)
- Body Fat Standards must be met CANNOT exceed standards
- CANNOT be mobilized/deployed (ETP Case-by-case)

**It can take 30-90 days or more to get a physical/PHA and for it to be updated in the system. Just having the physical/PHA completed will not get Orders published. The system MUST show the updated dates for Orders to be published.**



# Warrant Officer Promotions and Education

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## ☐ To CW2:

- Min TIG 2 yrs / Max TIG 2 yrs
- Warrant Officer Basic Course (WOBC)
- DA 71 (Oath of Office), Appt Ltr, DA 1059 (WOBC), MOS Award Memo

## ☐ To CW3:

- Min TIG 5 yrs / Max TIG 6 yrs
- No additional education needed

## ☐ To CW4:

- Min TIG 5 yrs / Max TIG 6 yrs
  - Warrant Officer Advanced Course (WOAC)
- 

## ☐ To CW5:

- Warrant Officer Senior Service Education (WOSSE)
  - Pre-Requisite to WOSSE is Warrant Officer Intermediate Level Education (WOILE)
-



# Warrant Officer Advanced Course (WOAC)



- ☐ Provides officers the leader, tactical, and technical training needed to serve in company and higher-level positions. Course consist of common core and MOS-specific training.
- ☐ Prerequisite Course- Nonresident Action Officer Development Course
  - Mandatory prerequisite of the WOAC
  - Must self enroll **after** promotion to CW2 and between 24-48 months of Total Warrant Officer Service
  - Must be completed one year from enrollment
  - On-line Course (CHRTAS), <https://www.atrrs.army.mil/channels/chrtas/student/>
- ☐ Resident Phase - MOS Specific Course
  - Proponent School
  - Must complete prior to selection for CW4
  - Varies in length and number of phases. Some may also include DL phases.
- ☐ HRC FY17 Enrollment Priority:
  - CW2s with 3 years Time In Grade (TIG)
  - CW3s
  - All other CW2s 120 days before Class report date





# WO Intermediate Level Education (WOILE)

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- ☐ WOILE replaced Warrant Officer Staff Course (WOSC)
- ☐ This course focuses on the staff officer and leadership skills needed to serve in the grade of CW4 at battalion and higher levels.
- ☐ Prerequisite for WOSSE
- ☐ Course Phases:
  - Phase 1 DL self paced course consisting of 48 hours of course requirements (must be completed within 90 days of enrollment or 30 days prior to attending the resident phase)
  - Phase 2 Resident - MOS Immaterial - 5 weeks course (Fort Rucker, AL)
  - Phase 3 MOS –Specific (EN, MI, QM, SC, and SF) 1 to 6 weeks
- ☐ HRC FY17 Enrollment Priority:
  - CW4s
  - CW3s with 3 years TIG
  - All other CW3s 120 days before class report date



# WO Senior Service Education (WOSSE)

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- ☐ The capstone for warrant officer professional military education. This is a branch immaterial course which is conducted at the Warrant Officer Career College.
  - ☐ Must attend before promotion to CW5
  - ☐ Course Prerequisite: Graduate of the WOILE (all phases)
  - ☐ Course Phases:
    - Phase 1 - DL course consisting of 47 hours of course requirements - asynchronous discussion and written assignments. Each module will be completed on a set schedule within a 60-day period
    - Phase 2 - Resident - MOS Immaterial - 4 weeks course
    - Phase 3 - MOS –Specific (MI, QM Only)
  - ☐ HRC FY17 Enrollment Priority:
    - CW4s selected for promotion to CW5
    - CW4s with 3 years TIG
    - All other CW4s 120 days before class report date
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# WO Career Path Key Topics

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- ☐ ***PME takes precedence over Annual Training***
- ☐ 2-3 Years in each Position
- ☐ Seek out tough assignments
- ☐ Seek positions between MTOE and TDA Units
- ☐ Go between Primary Position and Assistant Positions  
(Example: Team Chief and Action Officer)



Years of WO Service		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23-30	
RANK		WO1		CW2						CW3						CW4				CW5					
MOS (Authorized Positions)		920A		920A (79)						920A (26)						920A (109)				920A (5)					
		920B		920B (92)						920B (30)						920B (35)				920B (5)					
		921A		921A (9)						921A (21)						921A (3)				921A (1)					
Positions Available (DA Pam 600-3)		920A (Property Accounting Technician)																							
		Property Account Tech (PAT)						Sr. Property Account Tech Instructor/Writer Combat Developer Technical Advisor						Sr. Property Account Tech Sr. Logistics Advisor				Command Property Account Tech Command Logistics Advisor Sr. Combat Developer Regimental CWO QM WO Personnel Proponent							
		920B (Supply Systems Technician)																							
		Supply Systems Tech Material Manager						Sr. Supply Systems Tech Instructor/Writer Combat Developer Technical Advisor						Sr. Supply Systems Tech				Sr. Logistics Technician Supply Command Supply Systems Tech Logistics Assistance Officer Sr. Combat Developer Regimental CWO QM WO Personnel Proponent							
		921A (Airdrop Systems Technician)																							
		Airdrop Systems Tech						SR Airdrop Systems Tech Technical Advisor Instructor/Writer						Sr. Airdrop Systems Tech				Command Airdrop Systems Tech Sr. Combat Developer Regimental CWO QM WO Personnel Proponent							
Additional Skills & Special Qualifications (DA Pam 611-21)		ASI: Master Fitness Trainer / Mobilization and Demobilization Operations, Military Auditor, Force Management, Training Developer, Military Freefall Special OPS (921A only)  SQI: Parachutist / Research, Development, Test, and Evaluation (RDTE) Technician / Instructor																							
WOES (AR 135-155) (DA Pam 600-11)		WOBC (1)		1-250-AODC (2) / WOAC (3)										WOILE (4)						WOSSE (5)					
		(1) Completion required for promotion to CW2 (4) Optional; will be required in future for CW4		(2) Prerequisite course (Action Officer Course) to be completed prior to WOAC (5) Attend upon selection to CW5, must be completed before promotion										(3) Completion required for selection to CW4											
Self-Development Goals (DA Pam 600-11)		Associate Studies																							
		Baccalaureate Studies																							
		Graduate Studies																							
		MOS Related Certification and Licensing																							
Promotion (AR 135-155)	WO1 to CW2	(2 Years TIG / Fully Qualified)																							
	CW2 to CW3	(6 Years TIG / Fully Qualified)																							
	CW3 to CW4	(6 Years TIG / Fully Qualified)																							
	CW4 to CW5	(Announced Annually / Best Qualified)																							
Retention Control Point (AR 600-8-24 / AR 140-10)		20 Years Warrant Officer AFS or Age 60																							







# Vacancy Search



<https://www.hrc.army>

1


**HRC**  
United States Army Human Resources Command


Site Map


Login


HOME ENLISTED OFFICER THE ADJUTANT GENERAL CAREER SPECIAL PROGRAMS ORGANIZATION DATA SERVICES MY HRC


### Soldier Services


**Promotions and Awards**  
View a promotion results, evaluation and awards


**Ask HRC**  
View answers to the most commonly asked Army Human Resource questions.


**My Records**  
Access the My Record Portal for personalized career information

**Self-Service**  
Access self-service tools and online applications

**Milper Messages**  
Military Personnel Messages

**ALARACT**  
All Army Activity Messages


**Veterans Services**  
Access important links and information for veterans

**Retirement Services**  
Access important information about military retirement.


### Hot Topics


Transition to the Reserve Component


### News and Announcements





Post wide force protection

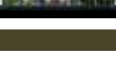
[Autumn Daze](#)

[Birthday serenade](#)

[Earning the honor guard badge](#)

[HRC Road Show engages Soldiers, commanders in Germany, Italy](#)

[Sergeant Major Management Division CSL board to fill CSM, SGM key billets across Army](#)

[Confidence on the course](#)

### My Links

Army Reserve Retirement Calculator

Army Soldier Records Branch - ASRB

Awards and Decorations Branch

Enlisted Personnel Management Directorate

Enlisted Promotions

Evaluation Systems Homepage

Officer and WO Selections and Promotions

Officer Personnel Management Directorate

Selection Boards

Tools and Applications Directory

Manage My Links

### Promotions and Board Announcements

**Active Officers**

Sequence Numbers - Sept 15, 2016

By-Name List - September 22, 2016

Active Officer Selection Board Results

**Reserve Officer**

**Active Enlisted**

### Popular HRC Resources

Reporting to HRC

24x7 HRC IT Service Desk

Army Travel Assistance Center (ATAC)

Calculate Retired Pay Application

Dept. of Defense

Deputy Chief of Staff Army G1

Evaluation Entry System

HRC brochure

Individual Mobilization Augmentee (IMA)

Individual Ready Reserve (IRR)

Integrated Personnel and Pay System - Army (IPPS-A)

Official U.S. Army Homepage

Record Review Tool

Survivor Outreach Services

Tuition Assistance





# Vacancy Search



WWW.HRC.ARMY.MIL  
U.S. ARMY HUMAN RESOURCES COMMAND

## ATTENTION

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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3

OK

Security & Privacy Notice

If you can successfully log into AKO, but have technical difficulties signing into My Record Portal follow the procedures below.

Send an email to the HRC Help Desk at [HRC.ITHelpdesk@conus.army.mil](mailto:HRC.ITHelpdesk@conus.army.mil) to request customer support. HRC Help Desk will create a trouble ticket using the information you provide in the email message. You need to include the following information:

- User's Name
- Location
- Phone Number
- Email Address



# Vacancy Search



**WWW.HRC.ARMY.MIL**  
U.S. ARMY HUMAN RESOURCES COMMAND

## MY RECORD PORTAL LOGIN



### My Record Portal Login

AKO Login:   
Password:

▶ [Use your CAC](#)

▶ [Get your AKO account](#)  
▶ [Security & Privacy Notice](#)

### Welcome to HRC My Record Portal

My Record is HRC's self-service portal for Active and Reserve Soldiers.

To view and retrieve your records, you must log in. There are two ways to do this. You can use your Common Access Card (CAC), or you can manually type in your Army Knowledge Online (AKO) user name and password.

If you don't have an AKO account, go to [www.us.army.mil](http://www.us.army.mil) and sign up for one, then return to My Record Portal.

If you have problems logging in, directly contact the AKO Help Desk at 866-335-2769 or [help@us.army.mil](mailto:help@us.army.mil)

If you can successfully log into AKO, but have technical difficulties signing into My Record Portal follow the procedures below.

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- User's Name
- Location
- Phone Number
- Email Address

State clearly the problem you are having related to web. If you are

!!!

# Vacancy Search



U.S. ARMY HUMAN RESOURCES COMMAND

Start

Active Record

Reserve/Retiree/Veteran Record

U.S. Army White Pages

Tools

Virtual Muster



HRC > Start



## Active Record

Click Here To Access  
Your Combined Army  
Record on ITAPDB



## Reserve/Retiree/Veteran Record

Click Here To Access Your Army  
Record



## U.S. Army White Pages

Click Here to Access  
the White Pages  
Search Tool



## Tools

Click here for Tools,  
Self-Service  
Applications and  
Favorite Links



## Virtual Muster

For those assigned to  
the Individual Ready  
Reserve (IRR) or  
Individual Mobilization  
Augmentee (IMA); click  
here to access the  
Virtual Muster.

5

Frequently Asked Questions

[Why do I get "Page Cannot be Displaye..."](#)





# Vacancy Search



https://www.hrc.army.mil/Portal/page\_id(1)351

File Edit View Favorites Tools Help

VRIDE Billing and Log VRIDE U.S. Army Evaluation Entr... WEX WEX MasterCard Ac... Virtually There - your trav... AH1 Now - Providing Esc... Defense Travel System -... ATRRS Portals - Logon IWS - Login Rlas B... SMS

U.S. ARMY HUMAN RESOURCES COMMAND

Start Active Record Reserve Record Tools Virtual Muster

Tools

Navigation

- Tools
- Active Enlisted Rtnl/Sep Status
- AGR Application
- Continuum of Service Application
- Evaluation Reports
- Retiree Recall Survey
- Vacancy Search

Frequently Asked Questions

- Can Employee's at HRC see my Civilian Em...
- Is this iPERMS Online?
- How can I correct data?
- Duplicate or Erroneous Document Correct
- Record Update/Maintenance

Search: HRC 1014

Log Out

Site Information

Provided as a public information service by the U.S. Army Human Resources Command. Send suggestions or comments to the Webmaster. View the [usage](#) and [privacy policy](#) and [accessibility information](#).

Tools

- Active Enlisted Rtnl/Sep Status  
Status of retirement for Active Enlisted Soldier
- AGR Application  
On-Line Application for USAR Active Guard Reserve (AGR) Duty
- Continuum of Service Application  
Request consideration for the Reserve Recall program.
- Evaluation Reports  
Adverse reporting tool for Commanders, Unit Administrators, or Support Staff
- Retiree Recall Survey
- Vacancy Search  
Search for Vacancies by Type, Title

Self Service Application

HRC Self Service	(HRC Self Service)
AKO Email	(Check your AKO Email)
CEERS	(Update your Information in CEERS)
LES	(Check your LES at mypay.dla.mil)

Favorite Links

Remove

Edit Favorite Links

6



# Vacancy Search



**U.S. ARMY HUMAN RESOURCES COMMAND**

StartActive RecordReserve/Retiree/Veteran RecordU.S. Army White PagesToolsVirtual Muster

HRC > Tools > Vacancy Search

Navigation

Tools

Active Enlisted Rmt/Sep Status

AGR Application

Continuum of Service Application

Evaluation Reports

Leader Development Guide

Position Map

Retiree Recall Survey

Vacancy Search

Frequently Asked Questions

Protecting Documents Containing Personal...

Where are Late & Delinquent Evaluation R...

Where is Evaluation History Report?

Where are Late & Delinquent Evaluation R...

Is this iPERMS Online?

Session Information

Log Out

Site Information

AGR Soldier Notice

AGR SOLDIERS...

NOTICE: This vacancy search application does NOT list positions for AGR Soldiers. If you are an AGR Soldier, [contact your Career Manager](#) for position information.

NOTICE: This vacancy search application does NOT list positions at the National Geospatial Intelligence Agency (NGA). NGA provides timely, relevant, and accurate geospatial intelligence in support of national security. If you are interested in a position at NGA and would like further information, please contact the NGA Reserve Support Team at: [reservenst@nga.mil](mailto:reservenst@nga.mil)

Vacancy Search

Directions: Select the Vacancy Type from the list and enter selection criteria. Click Display vacancies to receive a report. Vacancy Type is required, all other selection criteria are optional.

Enter Search Criteria

Vacancy Type: ☒ ARE ☐ IMA ☐ TPU

State/Region: Any

Pay Grade: Any MOS/AOC: UIC: Display Vacancies







# Evaluations



Army Regulation 623-3 and DA Pam 623-3

- Role of the Rater/Senior Rater
- Evaluation Narrative
- Senior Rater Consistency

HQDA#:

[Attachments Menu](#)

## OFFICER EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 623-3 ; the proponent agency is DCS, G-1.

SEE PRIVACY ACT STATEMENT  
IN AR 623-3

HQDA#:

[Attachments Menu](#)

## COMPANY GRADE PLATE (O1 - O3; WO1 - CW2) OFFICER EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act  
Statement in AR 623-3.

HQDA#:

[Attachments Menu](#)

## FIELD GRADE PLATE (O4 - O5; CW3 - CW5) OFFICER EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act  
Statement in AR 623-3.

### PART I - ADMINISTRATIVE (Rated Officer)





a. NAME (Last, First, Middle Initial)		b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. COMPONENT (Status Code)
g. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND		h. UIC		i. REASON FOR SUBMISSION		
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES		
FROM (YYYYMMDD)	THRU (YYYYMMDD)			n. RATED OFFICER'S EMAIL ADDRESS (.gov or .mil)		



# ARCD Website

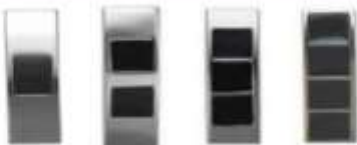


<http://stayarmyreserve.army.mil/cmo/cmo.html>



## ARMY RESERVE CAREERS DIVISION

TPU Career Management Office



### Career Information

CW4(P) and CW5s are managed by [SLDQ](#) only

**MISSION:**  
We serve as your primary Career Advisor to assist and advise you with your selected Army Reserve career path as it pertains to current and future assignments, as well as promotions. There are many principle tasks we employ in an effort to assist you and help further your career in the U.S. Army Reserves.

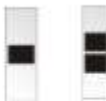
**TASKS:**

1. Assisting you in determining what is the next logical assignment and/or professional schooling for your career progression.
2. Conduct telephonic counseling on civilian and military education requirements for promotion.
3. Ensuring that you carefully review your promotion board file as soon as it opens and take all actions necessary to update it.
4. Reviewing [DA PAM 600-3](#), Commissioned Officer Professional Development and Career Management.
5. Assist officers with military education enrollment process Army Training Requirements and Resources System (ATRRS).

---


### Warrant Officer Promotions

AR 135-155, Table 2-3



**To CW2:**  
Min TIG 2 yrs / Max TIG 2 yrs  
Warrant Officer Basic Course (WOBC)  
Ensure the following documents are loaded in your iPERMs:  
1) DA 71,  
2) Appointment Letter,  
3) DA 1059 (WOBC),  
4) MOS Award Memo

#### Promotion Board Information



USAR CHIEF WARRANT OFFICER 3/4/5 PSB  
Convenes: 28-Apr-17  
Recess: 5-May-17  
MILPER 17-046  
Board results

- Policy Updates/Changes  
- [WO CMO Forum Slides.ppt](#)  
- WO PME Information

- Advanced Officer Development Course (AODC)
- Warrant Officer Advanced Course (WOAC)
- Warrant Officer Intermediate Level Course (WOILE)
- Warrant Officer Senior Service Education (WO SSE)
- [HBC Promotions](#)
- U.S. Army WOCC
- WO Professional Development Models


CW4(P) and CW5s are managed by [SLDQ](#) only

#### Career Management Forum


Career Management Forums (CMF) are briefings lasting approximately 1 hour with a question and answer session.

[CMF agenda TPU 2016.pptx](#)


#### Navigation Links




[Home](#)




[Cadet's Information](#)




[Warrant Officer Information](#)



[Lieutenant's Information](#)



[Captain's Information](#)



[Major's Information](#)



# ARCD Website



[IMT Branch Tri-fold](#)

## IMA IRR Retired Reserve Career Management

Click the following link  
for point of contacts:  
[HRC Web](#)

AG, AD, AR, AV, CA, LG  
[CPT Marquis Naylor](#)  
[milmarquis.a.naylor.mil@mail.mil](mailto:milmarquis.a.naylor.mil@mail.mil)

IN, EN, FA, MP, FI, CM,  
SP, PO, SC  
[CPT Muriel Rouzeau](#)  
[muriel.f.rouzeau.mil@mail.mil](mailto:muriel.f.rouzeau.mil@mail.mil)

MI  
[CPT Corrado Moore](#)  
[corrado.m.moore.mil@mail.mil](mailto:corrado.m.moore.mil@mail.mil)

## Army Nurse/Medical Branch

Click the following HRC link  
for point of contacts:  
[Health Service Division](#)

## Army JAG Branch

[JAGCNet Home](#)

[Adelia M. Watson](#)  
Comm: 703-545-2864  
DSN: 312-885-2864  
[Adelia.m.watson.mil@mail.mil](mailto:Adelia.m.watson.mil@mail.mil)

[MAJ Stewart, Rodney](#)  
Comm: 703-454-2881  
[rodney.d.stewart14.mil@mail.mil](mailto:rodney.d.stewart14.mil@mail.mil)

JAG Warrant Officer POCs  
[CW5 Clinton \(Clint\) R. Sails](#)  
Comm: 910-570-9039  
[clinton.r.sails.mil@mail.mil](mailto:clinton.r.sails.mil@mail.mil)

[CW3 Wesley I. Westbrook](#)  
Comm: 703-545-2501 | DSN: 865  
[wesley.i.westbrook.mil@mail.mil](mailto:wesley.i.westbrook.mil@mail.mil)

## Army Chaplain Branch

[Office of the Chief  
of Chaplains \(OCCH\)](#)

CH: LTC Charles Causey  
(703) 695-0312  
[charles.m.causey.mil@mail.mil](mailto:charles.m.causey.mil@mail.mil)

CH Candidate Program:  
[LTC Craig Pache](#)  
(703) 695-0299  
[craig.m.pache.mil@mail.mil](mailto:craig.m.pache.mil@mail.mil)

WOILE Brief: [WOILE Informational Briefing](#)

See our WARRANT OFFICER  video at: [YouTube Warrant Officers](#)

CMO Forum Brief: [CMO Forum Brief](#)

See our CMO Trifold: [ARCD CMO Trifold](#)

If you are interested in becoming a warrant officer or officer with the Army Reserve send an email to our special missions team at [Special Missions Team ARCD](#)

## Warrant Officer Career Paths

[TC Career Path](#), [MI Career Path](#), [AD Career Path](#), [AG Career Path](#), [AV Career Path](#), [CM Career Path](#), [EN Career Path](#), [FA Career Path](#),  
[MP Career Path](#), [OD Career Path](#), [QM Career Path](#), [SC Career Path 255A/255Z](#), [SC Career Path 255N/255S/255Z](#), [SF Career Path](#)



[Home/tonr](#) | [US Army Reserve Website](#) | [Accessibility & Privacy Statement](#) | [Contact Webmaster](#)

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Branch Information  
Coming Soon

## Useful Links

[HRC Website](#)

[DA PAM 600.3](#)  
Commissioned Officer  
Professional Development and  
Career Management

[Find a Unit in the Army Reserve](#)  
[How to Search for TPU Vacancy](#)  
[Positions](#)

[Broadening Opportunities](#)

[Promotions/Boards Frequently](#)  
[Asked Questions](#)

[Need a DA Photo?](#)  
[VIOS AKO Login Required](#)

Access your official military  
records and other useful tools  
online [HRC My Record Portal](#)

Post, find & volunteer for Active  
Duty tours  
[Tour Of Duty](#)

[ILE and SSC info](#)

[Joint Qualifications](#)

[Army Reserve Benefits](#)

[Post 9.11 GI Bill](#)

[Army Reserve Employer](#)  
[Partnership](#)

[US Army Warrant Career College](#)

[Veterans Crisis Line Website](#)  
**Suicide Prevention**  
**Crisis Hotline**  
**1-800-273-TALK**  
(Veterans Press 1)





# Stay Informed with S1NET



<https://www.milsuite.mil/book/community/spaces/apf/s1net>

**S1NET Home Page**  
In Army Professional Forums

**ANNOUNCEMENT:** Update Your milSuite Profile email, Army Knowledge Online (AKO) Email System Will Cease Forwarding 30 JUN 2015. [View Details](#)

**Introduction**

**UNCLASSIFIED//FOR OFFICIAL USE ONLY (FOUO)**

Welcome to S1NET on milBook, a community of professionals sharing HR knowledge Army-wide & world-wide, across all components through conversation in context of current operations!

milSuite uses the email address and rank that is reflected in the Defense Manpower Data Center (DMDC). DEERS feeds DMDC. Click [Update your Profile](#) to see what is in milSuite, what is in DMDC, and to refresh if necessary. If your email isn't correct in DMDC, you will need to wait your ID card section to have it corrected, then come back here and update your profile.

The topics available within S1NET are listed on the left. To contribute to S1NET, look in the S1NET Topics pane on the left side of this screen, and use the "Filter" box or scroll down the list to find the topic you are interested in today, and post your questions or discussions there in the appropriate topic.

**Recommendations for Improvement to S1NET**

Be professional, respect others, and collaborate and learn from your fellow HR professionals

**S1NET Facilitator:**

- S1NET Basic User Guide - a/p 15 May 15
- Links for the HR Professional
- Rules of Conduct for S1NET
- milBook Frequently Asked Questions (FAQ)

**Latest Documents:**

- APFT Failure, Improvement Plan, and Fail to Improve Counseling Sets (UPDATED) now with 2 versions (don't know age in Counseling Central Tools)

**S1NET Topics**

Filter

- Welcome and User Guides
- AG Corps Regiments Association (AGCRA)
- A2 Personnel (Personnel) Leader Development Division
- A2 Personnel Training

**Popular Topic**

- selected award Reward Awards
- rac\_cmt
- counseling example co2
- da3342 an 3049
- da\_4187\_sample
- deers/rapids
- deployment health as

**Ask S1NET Home Page**

Type your question

Ask it

**Popular Content**

- New NCOER Training Modules 1-5 - as of 17 April 2015
- IPERMS Training
- New NCOER Training

## S1 NET Provides Weekly Emails on:

- ALARACTs (All Army Activities) Messages
- MILPERs (Military Personnel) Messages
- Board Announcements
- TPU Position Vacancies
- Various other good to know info

## Why aren't you a member of S1Net?



# USAR Personnel Actions Guide (PAG)



<https://arg1web/usarpag/Pages/default.aspx>

Unclassified // FOUO

No Messages

Sign In ?



USAR Personnel Actions Guide

☆ FOLLOW



[USAR Personnel Actions](#)

## USAR PAG

USAR > USAR Personnel Actions Guide  
Actions by type

[Site Map](#)

Search this site



Site Contents

### Appendix A - TPU Actions

All

Enlisted

Officer/Warrant Officer

### Appendix B - Active Actions

Active

AGR

### Appendix C - Civilian Actions

Civilian

MilTech - Coming Soon

### Appendix D

Actions by Category

Obsolete Actions

Old Action ID Lookup

### Appendix E - Miscellaneous

Glossary

NOFC List

References

### Appendix F - Resources

Printable Tables

Information

### Appointments

T-21-O-1  
Process Selection as a Warrant Officer  
Candidate (WOC)

T-21-O-2  
Process Appointment to WO1

T-21-O-3  
Request for Officer Candidate School (OCS)

### Command Board Actions

T-10-O-1  
Request for Declination of COL/LTC  
Command Selection Board

### Conditional Releases

T-20-O-1  
Request for Conditional Releases / Vacation  
of Appointment

T-20-O-2  
Request for Conditional Releases (Officers  
who have not completed IET)

T-20-O-3  
Conditional Resignations (less than 12  
months of Selected Reserve)

T-20-O-4  
Conditional Releases / Conditional  
Resignations (Chaplains, AMEDD, and  
Obligated Officers)

### Discharges/Separations (Voluntary)

T-4-O-1

### Promotions

T-6-O-1  
Process Promotions to 1LT and CW2

T-6-O-2  
Process Promotions Mandatory to CPT thru  
COL and CW3 thru CW5

T-6-O-3  
Process for Promotion (Position Vacancy  
Board)

T-6-O-4  
Request for Promotion Certificate (DD Form  
1A)

### Reassignments

T-1-O-1  
Request for Reassignment to the Individual  
Ready Reserve (Voluntary) (Contractually and  
Statutorily Obligated Officer)

T-1-O-2  
Request for Reassignments to the IRR  
(Involuntary) (Relief for Cause)

T-1-O-3  
Request for Reassignments to the IRR  
(Involuntary)

### Reclassifications

T-2-O-1  
Request for Reclassification/Branch Transfer  
(non AMEDD)

T-2-O-2  
Request for Reclassification (AMEDD Officer)

T-2-O-3

### Retirements

T-11-O-1  
Process Request to Army Grade  
Determination Review Board (AGDRB)

T-11-O-2  
Request for Retired Reserve (Voluntary)

T-11-O-3  
Request for Retired Reserve in Lieu of  
Involuntary Separation

### Sanctuary

T-25-O-1  
Request for Sanctuary (Reserve Officer)

### Separations (Involuntary)

T-3-O-1  
Request Separation (Involuntary) (2X Non-  
selection for Promotion)

T-3-O-2  
Request Separation (Involuntary) (Other; e.g.,  
Failure to Complete BOLC / WOBC)

T-3-O-3  
Request Separation (Involuntary) (TPU)

T-3-O-4  
Request Resignation in Lieu of Separation  
(Involuntary)

### TPU Unique Actions

T-27-O-1  
Process DA Initiated Show Cause Board  
Actions

T-27-O-2





# Best Practices



- You are responsible for managing your career and we will help you on that path, the old saying “you are your best career manager” remains true.
- Utilize S1NET for weekly emails on boards, MILPERs and ALARACTs and Position Vacancies. The information is out there.
- You are a professional and staying connected and “in the know” is your responsibility and no one else’s, reference S1NET above.
- Review your records (i.e. RLAS, iPERMS, and make corrections now versus before a board), birth month audits... are they being done?
- Get your Professional Military Education (PME) taken care of.
- Set yourself apart from your peers in a good way. Make yourself an ORB and keep it handy, take a great photo (smile), check your emails and stay connected to apply for all the opportunities that the USAR offers.
- **BE AWESOME!**

**\*\*OFFICERS WHO ARE NOT EDUCATIONALLY QUALIFIED, DECREASE THEIR CHANCES OF BEING PROMOTED SIGNIFICANTLY!**



# Your Responsibilities



- **READ the entire MILPER message and ALARACTS to stay current with issues from HRC! The answers are in the MILPER...**
- Ensure iPERMs is up to date with all civilian and military documents.
  - Contact the Evaluation's Branch at HRC if you are missing OERs or 1059s, these **cannot** be iPERM'd by the unit and must be mailed to HRC IAW DA Pam 623-3.
  - For submission of all other missing documents contact your unit's UA/S1 or RPAC
- Take/update your DA Photograph IAW AR 640-30
- Update/Review your ORB (DA Form 4037), DA Form 2-1, or SRB

**FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL BE VIEWED AS  
A "LACK OF DUE DILIGENCE" ON YOUR PART**



# Agenda

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- ☐ Army Reserve Careers Division Mission and Locations
- ☐ Career Management Office (CMO) Purpose and Key Tasks
- ☐ Promotion Board
- ☐ DA Photos
- ☐ Professional Military Education
- ☐ Army Reserve Vacancies
- ☐ Evaluations
- ☐ Informational Websites and Points of Contact



# References



- ☐ AR 350-1: Army Training and Leader Development
- ☐ AR 623-3: Personnel Evaluation-Evaluation and Reporting System
- ☐ AR 640-30: Photographs For Military Human Resources Records
- ☐ AR 670-1: Wear and Appearance of Army Uniforms
- ☐ DA Pamphlet 600-3: Commissioned Officer Professional Development and Career Management
- ☐ DA Pamphlet 623-3: Personnel Evaluation-Evaluation Reporting System
- ☐ DA PAM 670-1: Guide to the Wear and Appearance of Army Uniforms and Insignia
- ☐ ARCD CMO website: <http://stayarmyreserve.army.mil/cmo/cmo.html>
- ☐ HRC website: <https://www.hrc.army.mil>
- ☐ S1 Net: <https://www.milsuite.mil/book/community/spaces/apf/s1net>
- ☐ VIOS website: <http://www.vios.army.mil/>



# The Army Reserve Careers Division (ARCD) CMO



<http://stayarmyreserve.army.mil/cmo/cmo.html>